

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, June 17, 2014 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Duchac, Greshay, and Schmidt.

MEMBER EXCUSED: Frohling

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; Angela Zilliox, Human Resources Specialist; James Mielke, Dodge County Administrator; Peter Thompson, Assistant Highway Commissioner.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Duchac to approve the minutes of the June 3, 2014 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Schmidt to approve the minutes. Motion carried. Greshay abstained.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members.

Eske explained that during the Kronos project design meetings policies and procedures were reviewed to ensure the new system was capable of handling current policies and procedures. If an issue were uncovered with the compatibility of the system and the policies and procedures then review of the particular policy would need to happen. Eske explained that when going through current policies related to earning accrued benefits while on unpaid leave, Policy 116 – Length of Service, a discussion was held with Rains and Mielke to recommend changes to this policy. Eske explained that in order to use the automated system to calculate these types of pro-rations of benefits a change is recommended to this policy. The Committee held a lengthy discussion and it was the consensus of the Committee that the policy needed to be re-written and re-titled. Rains stated he would draft something for a future meeting.

Rains indicated that he had a chance to look at the Dental Insurance fund and based on the most current information he is recommending that no increases are needed in the 2015 budget for contributions.

Rains gave the Committee an update on the RFP for insurance consulting services, indicating that he has received questions from two large firms. He also stated that he received two requests for a meeting with him and he indicated that he declined both meeting requests. He stated he did

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not think it would be fair to the other firms who would be submitting proposals. Rains explained some of the questions these firms had. The questions will be answered in the form of a posting on the RFP webpage.

Duchac informed the Committee that after the review of the Clearview Code of Conduct Policy he did not see any correlation between this policy and a policy for nepotism/fraternization. He stated that Clearview's policy dealt more with relationships between employees and residents and resident's family members. The Committee thanked him for looking into this.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of all Personnel Requisitions.

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

Two (2) Correctional Officers – Full Time., Sheriff's Department – Jail Division
One (1) Jail Supervisor – Full Time, Sheriff's Department – Jail Division
One (1) Traffic Patrol Officer – Full Time, Sheriff's Department – Patrol Division

Leaves of Absence: None

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: Charles J. Borchardt, Traffic Patrol Officer – 3rd Shift, Sheriff's Department – Patrol Division at \$26.35, Pay Grade SSU04, Step 3M18 effective 07-02-14. NEW HIRE: Bonnie E. Backhaus, Receptionist II, Clerk of Courts Department at \$12.81, Pay Grade DC02, Step ST01 effective 05-29-14; Thomas J. Nickel, Appointed Official-County Board, County Board of Supervisors, \$50.00/Mtg., Pay Grade CBN01, Step 01ST effective 06-17-14; Adrian J. Woods, Mechanic, Highway Department at \$21.10, Pay Grade DC06, Step ST02 effective 06-16-14; Joann E. Bodden, Economic Support Specialist II, Human Services & Health Department at \$19.65, Pay Grade DC05, Step ST03 effective 06-09-14; Jennifer L. Scharf, Social Worker I – CPS-Ongoing, Human Services & Health Department at \$21.10, Pay Grade DC06, Step ST02 effective 06-16-14; Sherryl M. Spreutels, Economic Support Specialist II, Human Services & Health Department at \$19.65, Pay Grade DC05, Step ST03 effective 06-16-14. RE-HIRE: None. LIMITED TERM/SEASONAL: Lindsey R. Knoll, Paralegal Intern-Seasonal, District Attorney Department at \$9.00, Pay Grade MSC10, Step 01ST, effective 06-02-14; Miranda E. Gunn, Seasonal – Highway, Highway Department at \$10.53, Pay Grade MSC08, Step 01ST, effective 06-09-14; John A. Sevenz, Jr, Park Caretaker-Harnischfeger Park, Land Resources & Parks Department at \$11.34, Pay Grade MSC06, Step 03Y3 effective 06-05-14. RECLASSIFICATION: Randall O. Woock, Utility II / Truck Driver, Highway Department at \$21.37, Pay Grade HWU04, Step 2M06 effective 05-28-14; Heather M. Ehrlich, Aging & Disability Resource Specialist II, Human Services & Health Department at \$20.51, Pay Grade DC06, Step ST01 effective 06-09-14; Aubrey D. Fleischer, RN Case Manager Mental Health, Human Services & Health Department at \$25.06, Pay Grade DC08, Step ST02 effective 06-23-14. STEP INCREASE: Brad J. Anderson, County Patrolman, Highway Department at \$21.66, Pay Grade DC04, Step S12A effective 07-30-14; John M. Haase,

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Superintendent – Shop, Highway Department at \$36.16, Pay Grade DC11, Step S08B effective 07-13-14; Randall L. Kurtz, Excavator Operator, Highway Department at \$22.30, Pay Grade DC05, Step S08B effective 07-29-14; Kimberly M. Braun, Social Worker II, Human Services & Health Department at \$25.64, Pay Grade DC07, Step ST06 effective 07-24-14; Sandra G. Jung-Muenchow, Social Service Aide III, Human Services & Health Department at \$19.65, Pay Grade DC05, Step ST03 effective 08-08-14; Roberta K. Marose, Human Services Supervisor-Children & Adolescent Services, Human Services & Health Department at \$34.66, Pay Grade DC10, Step S09B effective 08-01-14; Joanne M. Riedl, Account Clerk II, Human Services & Health Department at \$18.10, Pay Grade DC03, Step S09B effective 07-15-14; Amarilys Rodriguez, Economic Support Specialist II, Human Services & Health Department at \$19.17, Pay Grade DC05, Step ST02 effective 08-06-14; Terry R. Ochs, Sr. Land Use/Sanitarian Specialist, Land Resources & Parks Department. at \$29.23, Pay Grade DC08, Step S08B effective 08-07-14; Roger W. Schaumburg, Sr. Land Use/Sanitarian Specialist, Land Resources & Parks Department at \$28.88, Pay Grade DC08, Step S08A effective 08-06-14; Chad W. Enright, Lieutenant, Sheriff's Department – Patrol Division effective \$31.63, Pay Grade DC10, Step ST05 effective 08-01-14; Scott G. Smith, Chief Deputy, Sheriff's Department – LEC at \$37.93, Pay Grade DC14, Step ST02 effective 06-07-14. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: Rains informed the Committee that a Foreman at the Highway Department was demoted for his lack of good judgment that put a subordinate under his watch in physical jeopardy. Rains stated the employee has filed a grievance and that it has reached the County Administrator level and the County Administrator has responded.
- b) Grievances and Arbitrations: Rains informed the Committee that the Independent Hearing Officer (IHO) hearing for the termination of Lisa Szopinski was held on June 10, 2014. He stated that the IHO would be issuing an answer to the grievance. Rains stated the next step in the grievance procedure, if appealed, would be a review of the IHO's findings at a closed session meeting of the full County Board.

Rains informed the Committee that Heidi Burden filed a grievance regarding her termination. He stated that it went through the step of grievance procedure to the County Administrator who denied the grievance. To date no further correspondence has been received from Ms. Burden.

Rains informed the Committee that the person whom we thought would be representing Cindy Wallintin for her grievance, which the County has been trying to schedule the IHO hearing through, has indicated that he is not representing her. Rains stated that we would be in contact with Ms. Wallintin to see about scheduling the IHO hearing.

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Future Agenda Items:


Discussion and Consideration of Nepotism/Fraternization Policy.
Discussion and Consideration of Length of Service Policy.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are: **July 1, 2014 and July 15, 2014 at 9:00 a.m.** in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:10 a.m.

Secretary



Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.